



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
**INSTRUCTOR TRAINEE ENROLLMENT
APPLICATION - COSMETOLOGY**

POST SECONDARY
 N/A

BOARD OF COSMETOLOGY
AND BARBER EXAMINERS
P.O. BOX 1062
JEFFERSON CITY, MO 65102
(573) 751-1052

INSTRUCTIONS

This form must be used to enroll all Instructor Trainees in school, including new, transfers and those seeking additional training. Please provide the additional information as required for your Instructor Trainee, along with this completed application.

1. Proof of education (must have copy of high school diploma or GED).
2. Two (2) photographs measuring approximately 2" x 2."
3. \$25.00 Enrollment Fee (ALL FEES ARE NON-REFUNDABLE).
4. Make checks or money orders payable to: Board of Cosmetology and Barber Examiners.
5. Return this completed application and the enrollment fee to: Board of Cosmetology and Barber Examiners, P.O. Box 1062, Jefferson City, MO 65102.

NOTE: The required 600 hours may be reduced as follows:

- a) 3 years of experience as a practicing cosmetologist may be substituted for 300 hours of training. The 300 hours will be partially reduced in proportion to experience greater than one year but less than 3. (In order to receive credit, work experience must be submitted on a form provided by the Board.)

OR

- b) 4 1/2 college credit hours in teaching methodology, as defined by rule, may be substituted for three hundred hours of training. Applicants requesting credit must submit to the board a certified transcript together with a course description certified by the administering education institution as being primarily directed to teaching methodology. The 300 hours will be partially reduced in proportion to college credit hours in teaching methodology of less than 4 1/2 hours.

TO BE COMPLETED BY APPLICANT

1. LEGAL NAME (FIRST, MIDDLE, LAST)		2. OPERATOR LICENSE NUMBER	
3. PERMANENT ADDRESS (STREET, CITY, STATE, ZIP CODE)			
4. SOCIAL SECURITY NUMBER	5. DATE OF BIRTH (MO/DAY/YEAR)	6. TELEPHONE NUMBER	7. DATE OF GRADUATION/GED
EMAIL ADDRESS		<input type="checkbox"/> (OPTIONAL) I AUTHORIZE THE BOARD TO RELEASE MY EMAIL ADDRESS UPON REQUEST.	
8. SCHOOL ATTENDED OR STATE GED RECEIVED		9. SCHOOL ADDRESS (CITY AND STATE)	

CHARACTER REFERENCES

NAME	ADDRESS (STREET, CITY, STATE, ZIP)
A.	
B.	

10. HAVE YOU

1. EVER BEEN ENROLLED IN AN INSTRUCTOR TRAINING PROGRAM IN MISSOURI OR ELSEWHERE? YES NO
2. EVER BEEN LICENSED AS AN INSTRUCTOR IN MISSOURI OR ELSEWHERE? YES NO

TO BE COMPLETED BY COSMETOLOGY SCHOOL

11. THE ABOVE NAMED APPLICANT HAS APPLIED FOR ENROLLMENT INTO OUR SCHOOL AND MAY BEGIN WITH OUR CLASS STARTING _____ OR UPON RECEIPT OF THE TRAINEE LICENSE, **WHICHEVER IS LATER**. WE HEREBY CERTIFY THAT THIS APPLICATION HAS BEEN COMPLETED TO THE BEST OF OUR KNOWLEDGE.

I HEREBY MAKE APPLICATION TO ENROLL IN THE FOLLOWING COSMETOLOGY SCHOOL

12. COSMETOLOGY SCHOOL NAME		13. SCHOOL LICENSE NUMBER	
14. SCHOOL ADDRESS		15. PHONE NUMBER	

16. FOR THE FOLLOWING INSTRUCTOR TRAINEE COURSE:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> CLASS CA - HAIRDRESSING & MANICURING | <input type="checkbox"/> FULL-TIME |
| <input type="checkbox"/> CLASS CH - HAIRDRESSING | <input type="checkbox"/> PART-TIME |
| <input type="checkbox"/> CLASS MO - MANICURIST | <input type="checkbox"/> EVENING |
| <input type="checkbox"/> CLASS E - ESTHETICIAN | |

17. PLEASE INDICATE THE NUMBER OF HOURS ATTENDING EACH DAY.

SUNDAY		WEDNESDAY		FRIDAY	
MONDAY		THURSDAY		SATURDAY	

THE FOLLOWING QUESTIONS MUST BE ANSWERED IN ORDER TO ENROLL IN A SCHOOL. FAILURE TO DO SO WILL CAUSE THE APPLICATION TO BE REJECTED AND DELAY PROCESSING.

HAVE YOU BEEN FINALLY ADJUDICATED AND FOUND GUILTY, OR ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE, IN A CRIMINAL PROSECUTION IN THIS STATE, OR OF THE UNITED STATES, WHETHER OR NOT SENTENCE WAS IMPOSED?

YES NO

NOTE: THIS INCLUDES SUSPENDED IMPOSITION OF SENTENCE, SUSPENDED EXECUTION OF SENTENCE, MISDEMEANOR AND FELONY CONVICTIONS, AND ALCOHOL RELATED OFFENSES, I.E. DWI AND BAC. CHECK YES IF NOT PREVIOUSLY DISCLOSED TO THIS BOARD AND PROVIDE THE DATE OF THE CONVICTION AND/OR PLEADING, NATURE OF THE OFFENSE, COURT LOCATION, AND CASE NUMBER ON A SEPARATE SHEET.

CITIZENSHIP QUESTIONS

(A) ARE YOU A UNITED STATES CITIZEN OR OTHERWISE LAWFULLY PRESENT IN THE UNITED STATES?

IF YOU ANSWERED "NO" TO QUESTIONS (A) ABOVE, PLEASE PROVIDE A DETAILED EXPLANATION.

YES NO

Pursuant to Section 324.010 RSMo:

CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.

**False statements are subject to criminal penalties and/or license discipline.
If you have any questions regarding taxes contact the Department of Revenue at 573-751-7200
or e-mail income@dor.mo.gov.**

21. I HEREBY SWEAR AND AFFIRM UNDER PENALTY OF PERJURY THAT I AM IN A GOOD PHYSICAL AND MENTAL HEALTH AND THAT THIS APPLICATION IS COMPLETE AND THE ANSWERS SET FORTH ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND I MUST BE REGISTERED WITH THE MISSOURI STATE BOARD OF COSMETOLOGY AND I WILL NOT BE ALLOWED CREDIT FOR SCHOOL ATTENDANCE UNTIL I HAVE BEEN ISSUED AND THE SCHOOL RECEIVES MY TRAINEE LICENSE.

APPLICANT SIGNATURE ► _____

12. NAME OF SCHOOL

13. SIGNATURE OF OWNER OR REGISTRAR

DATE

SCHOOL
SEAL

OPTIONAL

I _____, (APPLICANT NAME), consent to the release by the Board of all previous **Notice of Termination/Contractual**

Fees forms to the above named school upon my enrollment.

SIGNATURE

DATE

1. Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable? Yes No
2. If yes, would you like to receive information and assistance regarding veterans benefits and services? Yes No
3. If yes, may the agency share your contact information with the Missouri Veterans Commission to provide such information? Yes No

General information may also be found at the Missouri Veterans Commission's website.

FOR OFFICE USE ONLY

START DATE

LICENSE EXPIRATION

CLASSIFICATION

EDUCATION DATE

LICENSE NUMBER

REVIEWER'S INITIALS

STAFF'S INITIALS